

RFP CPO-00-00001
Production of Arabidopsis Research Videotape
Questions and Answers

This notice constitutes Amendment 2 of RFP CPO-00-00001. It answers all written questions received between 17 and 22 May 2000. No additional questions were accepted after noon, EDT on 22 May 2000.

Q1: Section L.5, Technical Proposal Volume, Item #B-8, refers to “.... meeting, event name.... number of participants...”, etc. These seem to be inquiries regarding a conference or seminar of some sort. Are they included here in error? Please clarify this request. Is the RFP asking for costs, completion dates for similar video projects we have produced?

A1: The reference to the meeting was included in the solicitation in error. The paragraph is amended to read:

(8) “Corporate (Organizational) Experience, Capability and Facilities. The offeror shall list and briefly summarize any previous or ongoing projects of the offeror's organization or of subcontractors or consultants that are similar or related to the Government's requirement. If you propose to use subcontractors (or teaming arrangements) to occupy a major role, the same information would be required of the proposed subcontractor.”

Q2: Is the request [in Section L.5, Technical Proposal Volume, above] different from what is being asked in Section L.5, Past Performance Volume, Item #A, which requests the offeror's experience, costs, contacts, etc., on similar projects?

A2: Yes, they are different. In the Technical Proposal Volume, we are looking for what you have done. In the Past Performance Volume, we want names of references so we can see how well you have performed.

Q3: Lastly, the words “similar projects” appear many times in the RFP. Does this refer to “science” type projects, or projects of any type that required research, animation and interviews, or projects that were produced for PR or educational purposes, or projects that were produced for non-profit or governmental agencies, etc.? Please clarify.

A3: Anything that demonstrates a similar mix of skills, production elements, subject matter, scope of project, purpose, or agency, would be considered a “similar” project.

Q4: How many production companies have requested (or downloaded) this RFP?

A4: Over 60 companies asked to be alerted of amendments. Only one company requested a copy be sent via USPS. There is no way to know how many have actually downloaded the RFP from the web site.

Q5: Responding to an RFP of this magnitude takes a great deal of time and effort on the part of a small video production company. If there were little or no chance of being competitive, we would rather not go through the long and labor intensive process of submission. With that in mind, is there a "short list" of production companies that are strong contenders for this project before all the responses are received?

A5: There is no "short list," nor any list, of strong contenders for this project. This is a full and open competition. All proposals will be evaluated against the evaluation criteria in the RFP.

Q6: On Page 29 of 29, M.4.A. you list certain positions and their evaluation value. There are several key positions (relevant to this type of video), which are not listed. Will the positions we include outside that list not have any evaluation value?

A6: We've named what we felt were the most important personnel for this project – what's equally important is that these same people have worked together on other videos, as a team, including the sample, and that these same people would be available to produce this video.

Q7: Could you define the level of research needed for this initiative?

A7: The level of research should be the degree necessary to understand the subject well enough to produce the videotape.

Q8: Assuming a significant level of research, should there be a researcher added to the labor categories?

A8: We do not see the need to change the labor categories. You may bid whatever you feel is necessary to do the job.

Q9: For M.4.D: This item seems to refer solely to the Sample mentioned in B. Can awards also be provided for the Sample(s) for C and therefore will they count towards the evaluation points?

A9: In section M.4, paragraph C, you should emphasize the continuity of the production team you are proposing. You may list awards earned, but those will not count toward the points you may accumulate in section M.4, paragraph D.

Q10: Please define how the items listed below will be evaluated, and their relative point values.

Summary

Introduction

Work/ Management Plan

Methodology

Documentation

A10: The items referenced in the question are taken from the instructions for organizing the technical proposal volume and are not evaluation criteria. The information contained in the proposal will be evaluated in accordance with the

evaluation criteria. However, points are not assigned to specific sections of the proposal.